

## SWARM FAQs

### 1. When is my Storm water annual report due?

Annual reports are due July 1, of each year.

### 2. How can I register for CIWQS?

a. Legally responsible officials (see question 3 for the definition of legally responsible official) must complete the form found at the following link and mail it to the CIWQS help center: <http://www.waterboards.ca.gov/stormwtr/docs/swarm/prereg.pdf>. When the registration process is complete, an email will be sent to the email address noted on the registration form. The email will include a user name and temporary password.

b. Data submitters can register online at <https://ciwqs.waterboards.ca.gov/>, by clicking user registration and proceeding as directed. Once registered, a legally responsible official must approve the data submitter's access to the specified facility.

### 3. What is a legally responsible official?

A legally responsible official is authorized to certify and submit reports, as specified in the signatory requirements section of the General Permit (part 9, section C <http://www.waterboards.ca.gov/stormwtr/docs/induspmt.pdf>, page 48) and as stated below:

- (1) For a corporation: a responsible corporate officer. For the purpose of this section, a responsible corporate officer means:
  - (a) a president, secretary, treasurer, or vice-president of the corporation in charge of a principal business function, or any other person who performs similar policy or decision-making functions for the corporation; or
  - (b) the manager of the facility if authority to sign documents has been assigned or delegated to the manager in accordance with corporate procedures;
- (2) For a partnership or sole proprietorship: a general partner or the proprietor, respectively; or
- (3) For a municipality, State, Federal, or other public agency: either a principal executive officer or ranking elected official. The principal executive officer of a Federal agency includes the chief executive officer of the agency or the senior executive officer having responsibility for the overall operations of a principal geographic unit of the agency (e.g., Regional Administrators of U.S. EPA).

All reports, certifications, or other information required by the General Permit or requested by the Regional Water Board, State Water Board, U.S. EPA, or local storm water management agency shall be signed by a person described above or by a duly authorized representative. A person is a duly authorized representative only if:

- (1) The authorization is made in writing by a person described above and retained as part of the SWPPP.
- (2) The authorization specifies either an individual or a position having responsibility for the overall operation of the regulated facility or activity, such as the position of manager, operator, superintendent, or position of equivalent responsibility or an individual or position having overall responsibility for named position.)

**4. Where do I log in to fill out my annual report?**

You can fill out your annual report by logging into CIWQS at <http://ciwqs.waterboards.ca.gov>, then following the SWARM link to complete your annual report. You will need a CIWQS account. The process for obtaining an account is addressed in question 2 of this document.

**5. What if my information on the General Info tab does not reflect the correct information?**

If the information is not current, follow the instructions on the tab by clicking the hyperlink, correcting and highlighting the changes. Fax the modified page to (916) 341-5543.

**6. What should I put as the name and identifier for my monitoring locations?**

Anything is fine, however we recommend using the same name for the name and identifier to avoid confusion in the future.

**7. What if my facility was not able to sample discharges from two storm water events?**

If you were unable to sample discharges from two storm events, complete the annual report. Within the Sampling tab, Section E offers the discharger to enter an explanation for less than 2 storm events.

**8. What if my facility sampled for only 1 storm event?**

Within the Sampling tab, Section E offers the discharger to enter an explanation for less than 2 storm events.

**9. How do I create a new event?**

In order to create a new event please select a monitoring location on the raw data tab. Next, enter the sampling event date and time (MM/DD/YYYY hh24: mm:ss) in the field next to the "Create New Event with" button. Upon filling in the date and time please click the "Create New Event with." When the screen has refreshed, you will be able to access the newly created event in the "Sampling event date/time" drop down box.

**10. Can I still submit my annual report after the due date?**

The online report will still be accessible after the due date. Please note, however, your report will be considered late and may be subject to enforcement actions.

**11. Under the Raw Data tab, what if my Analytical Method is not listed within the dropdown?**

If your Analytical Method is not displayed, please choose the default method and add your lab results to the Attachments tab.

**12. How do I delete duplicate sampling events?**

To delete duplicate or unwanted sampling events, first choose the monitoring location where the sampling event is held. Once the monitoring location is selected, choose the sampling

event from the dropdown that you wish to delete. After choosing both the monitoring location and the sampling event, click on the "Show Existing Event" button. This displays the lab information for that particular monitoring location for that sampling event. Then simply click "Delete Event."

**13. What if I realize I need to add an attachment to my annual report once it has been submitted?**

Once the LRO certifies the annual report, no corrections can be made electronically. Regional board staff do not have the rights to delete a discharger certified AR. The discharger may, however, contact their RB to determine the Board's policy on AR amendments.

**14. Am I required to submit my industrial stormwater annual report electronically via SWARM?**

Electronic submit of annual reports via SWARM will be mandatory for the 2008-2009 reporting year and subsequent reporting years.

**15. Do I need to submit my lab reports with my annual report?**

Yes, attach an electronic copy of your lab reports using the "Attachments" tab of the annual report module.